

WEST VIRGINIA -ELECTION CONNECTION-

Your source for Election News from Secretary of State Natalie E. Tennant

Issue 50 – October 2, 2012

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5 Weeks Until Election Day!

On Tuesday, October 2, there will be exactly 5 weeks until the November 6 General Election!

Poll Worker Training Videos and Scripts

The poll worker training videos are complete!

The videos were put in the mail today and should be in your hands no later than Thursday.

When you receive your DVD, please make sure it plays on the DVD player (preferably) at the site of your poll worker training or any other DVD player. If your DVD does not play for whatever reason, please contact our office as soon as possible so we can rush another copy of the training video to you.

The scripts for the poll worker training videos are attached to this email as Word documents. If you are having trouble opening the scripts, please email Jake Glance at jglance@wvsos.com. The scripts are formatted with all of the text on the right side of the paper to give your poll workers enough room on the left side to make notes.

The videos will also be available on the Secretary of State's website by the end of this week, so you can direct your poll workers to review the videos if they are unclear about a certain aspect of their duties.

Again, thank you to all of the election officials from around the state who had a hand in creating the poll worker training videos. It was an effort that involved dozens of people working closely together.

Important Dates Coming Up

- **September 21 – October 31, 2012 (November 1 for applications received October 31, 2012):** Mail Absentee Ballots (Within one day after the clerk has both the completed application and the ballot. Ballots delivered at least 46 days before election and applications due no later than sixth day before election)

- Upon acceptance of a completed application, the county clerk determines whether the requirements have been met and mails official absent voter's ballot(s), envelopes, instructions, and any other supplies required for voting the ballot. If the clerk determines the requirements have not been met, the clerk gives notice that the ballot will be provisional. (§ 3-3-5)
- **October 2 (Deadline, depending on date of appointment):** Election Officials Respond to Notification from Clerk (Within fourteen days following the date of appointment)
 - When an election official or alternate fails to return the response notice or otherwise confirm to the county clerk his or her agreement to serve within the required time, the position shall be considered vacant and the clerks shall proceed to fill the vacancies. (§ 3-1-30)
- **October 9:** Poll Worker Training (Within thirty days prior to election)
 - Clerk of county commission conducts instructional program showing training film produced by Secretary of State, to all election officials, explaining and illustrating procedures for conducting elections, duties of the various election officials and methods of voting. (§ 3-1-46(c), 3-4A-14)
- **October 9 (Deadline):** Paper Ballots and Supplies Delivered to County Clerk (Not later twenty-eight days before general election)
 - All official paper ballots, ballot cards and voting machine labels shall be delivered to the county clerk of the appropriate county. The number of regular official ballots shall equal 80% the number of active registered voters eligible to vote the ballot. (§ 3-1-21(c) & (e))
- **October 11-17:** Publish Sample Ballot for Early Voting (Not more than twenty-six nor less than twenty days preceding the general election)
 - Ballot commissioners publish sample official General ballot for each party, nonpartisan candidates, and public questions as follows: (1) for counties in which two or more qualified newspapers publish a daily newspaper, publish a Class I-0 legal advertisement in the two qualified daily newspapers of different political parties within the county having the largest circulation; (2) for counties having no more than one daily newspaper, or having only one or more qualified weekly newspapers, publish sample as Class I legal advertisement in the qualified newspaper having largest circulation. (§ 3-6-3, 59-3-1 et. seq.)
- **October 12 (Deadline):** Vacancy Caused by Death of Candidate (No later than twenty-five days before the general election.)
 - Last day of the occurrence of the death of a nominee for which an appointment to fill the vacancy on the ballot can be made. (§ 3-5-19(a)(7))
- **October 16:** Public Notice of Inspection of AutoMark and Ballots for Early Voting (Not later than 3 days prior to the date of inspection. Inspection shall be not less than 5 days prior to election.)
 - Clerk of the county commission places a Class I-0 legal advertisement announcing the time and place of inspection of AutoMark (§3-4A-13)
- **October 16 – November 2:** Public Notice of Time and Place of Test for Automatic Tabulating Equipment (ERM) for Election Day (Ivo,650,M100) (Not less than 48 hours or more than 2 weeks prior to the testing of such equipment.)

- Clerk of the county commission places a Class I - O legal advertisement announcing time and place for testing of automatic tabulating equipment. Notification to the county commission at same time. (§ 3-4A-26, 59-3-1 et. seq.)
- **October 16:** Fill Vacancy of Deceased Candidate (Committee may fill vacancy of deceased candidate twenty – five days before general election.)
 - If a vacancy in nomination is caused by the death of a candidate occurring no later than twenty-five days before the general election, a nominee may be appointed by the executive committee and certified to the proper filing officer no later than twenty-one days following the date of death or no later than twenty-two days before the general election, whichever date occurs first. (§3-5-19(a)(7))
- **October 16:** Voter Registration Deadline (Voter registration for an election shall close on the twenty first day before the election, or on the first day thereafter which is not a Saturday, Sunday or legal holiday.)
 - Completed application of eligible voter for registration, transfer, change of political party or other change submitted by the close of voter registration will be effective for any subsequent election, if:
 - received at office of clerk of the county commission, no later than the hour of the close of registration;
 - accepted by a designated agency or motor vehicle licensing office no later than the hour of the close of registration;
 - accepted through a registration outreach program no later than the close of registration;
 - addressed to the appropriate clerk of the county commission and postmarked by the postal service no later than the close of registration. (§ 3-2-6, 3-2-7)
- **Vacancy occurring October 16 – November 1, 2012:** Write-in filing by November 1, 2012: Write-In Candidate Filing Deadline in Case of Death or Disqualification of Candidate (Vacancy occurs no earlier than the twenty-first day and no later than the fifth day before the general election, the certificate shall be received no later than the close of business on the fifth day before the election, or the close of business on the day following the occurrence of the vacancy, whichever is later.)
 - Write-in candidate files certificate of announcement to become certified write-in candidate in case of death of nominee or death of incumbent in office excluding certain federal, statewide and judicial offices not on ballot. (§ 3-6-4a(c)(3))
- **October 17, 2012 (Deadline):** Notification of Ballots and AutoMark Readiness for Early Voting (Not later than 7 days before the election)
 - County clerk shall notify the county commission that the ballots and AutoMark are ready for use.
- **October 17 - 22, 2012:** Correct Incomplete Applications for Voter Registration (Within four business days after the close of registration)

- County clerk may correct applications for voter registration containing incomplete information if applicant provides the required information. (§ 3-2-6(b)(1))
- **October 19, 2012:** Public Inspection of Vote Recording Devices and Ballots AutoMark for Early Voting. (Five days prior to voting)
 - County commissioners and ballot commissioners convene to inspect the devices and the ballots to determine if all applicable provisions of law are met. (3-4A-13)
- **October 19, 2012:** Accept Voter Registration Card by Mail without Postmark (No later than the third day following the close of registration)
 - Last day an application for registration may be accepted if addressed to the appropriate clerk of the county commission and received by mail with the postmark missing or illegible. (§ 3-2-6(b)(2)(A))

Have an idea?

Is there something that you want to see addressed in the Election Connection? The goal of this newsletter is to keep everyone up to date about challenges facing election officials in West Virginia and to inform everyone about best practices that are being put into place. If you have an idea for a topic, have a question, or if you think there is a subject that election officials around the state would be interested in, please do not hesitate to contact the Secretary of State's Office. You can contact the Elections Division by email at elections@wvsos.com or (304) 558-6000 or Jake Glance directly at jglance@wvsos.com. Your input is appreciated.